

Technology Lending

The Patrick Heath Public Library has established a technology lending program to allow the public to check out laptops and other portable devices, such as tablets. The program gives patrons greater freedom to connect to information and entertainment in the library and in some cases at home.

Tablets and laptops come preloaded with applications and/or software, selected by library staff for their appropriateness to the department they serve. Patrons will have the opportunity to suggest applications or software they find absent on library devices. Tablets and laptops are available on a first-come, first-served basis.

Available Devices:

In-Library Use:

- 3 (three) iPad tablets (youth department-1st floor)
- 2 (two) Nabi 2s (youth department-1st floor)
- 8 (eight) laptops (adult/young adult departments-2nd floor)

Home Use:

- 2 (two) Nabi 2s (youth department-1st floor)

Guidelines for Use:

- Nabi 2s available for home use may be borrowed by Patrick Heath Public Library card holders who are at least 17 years of age with library accounts in good standing (i.e., library card is not blocked due to unpaid fines or lost material).
- In-library use tablets may be borrowed by Patrick Heath Public Library card holders with a library account in good standing.
- In-library use laptops may be borrowed by adults or teens 12 years of age and older with a library account in good standing. Teens 12 to 16 years of age must also have a parent or guardian signed Electronic Device Agreement (EDA) on file.

- The patron's library card, or approved ID, must be presented in order to check out a technology item.
- Tablets can be checked out at the 1st floor Youth Services Desk and must remain in the Youth Services Department (unless a tablet for home use).
- Laptops can be checked out at the 2nd floor Information Desk and must remain on the 2nd floor.
- Use is limited to one device per patron at any given time.
- The library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning devices.
- In order to check out an electronic device, a patron must complete an Electronic Device Agreement (EDA) form. EDA forms are good for one year, and must be completed annually. Once a device is checked out to a patron, it becomes the responsibility of that patron. Due to the potential financial liability for the laptops, any patron aged 12 to 16 must have a parent sign the EDA form.
- All tablets must be returned in person to the 1st floor Youth Services Desk (in-library and home use).
- All laptops must be returned in person to the 2nd floor Information Desk.
- At the time of return, the device will be inspected by library staff. If damage is discovered by library staff, repair or replacement costs will be added to the patron's account.
- Library laptops are filtered.

Rules Governing Use:

Use of library devices, computers, Internet and wireless access is a privilege, not a right, and inappropriate use will result in a cancellation of this privilege. Refer to the library's ***Computer Use and Wireless Access Policy*** for examples of inappropriate use of library technology.

Devices must never be left unattended; if devices are left unattended, they will be returned to the appropriate desk and device privileges could be suspended.

Loan Periods:

- Two (2) hours: In-library use laptops
- One (1) hour: In-library use tablets
- One (1) week: Nabi 2s for home use

Renewals are not permitted.

Any device must be returned for 24 hours before being checked out again to the same patron.

Fines

Materials are overdue at close of business on the date due. Overdue fines are:

- \$10.00 a day for NABI 2s

Replacement Fees for Lost or Damaged Items

iPads

- Protective Case: \$25.00
- iPad Tablet: \$600.00

Nabi 2s

- Armor Shield: \$50.00
- Protective Case: \$40.00
- Nabi 2 Tablet: \$250.00
- Charging Cable: \$20.00

Laptops

\$1,020.00

Last revision: November 10, 2016

Initially adopted: November 12, 2015

Patrick Heath Public Library

Electronic Device Agreement

- The Library is not responsible for any liability, damage or expense resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. The Library is not responsible for downloaded content on the device. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.
- Patrons must meet the following criteria to use devices:
 - Nabi 2s available for home use may be borrowed by Patrick Heath Public Library card holders who are at least 17 years of age with library accounts in good standing (i.e., library card is not blocked due to unpaid fines or lost material).
 - In-library use tablets may be borrowed by Patrick Heath Public Library card holders with a library account in good standing.
 - In-library use laptops may be borrowed by adults or teens 12 years of age and older with a library account in good standing. Teens 12 to 16 years of age must also have a parent or guardian signed Electronic Device Agreement (EDA) on file.
- Patrons are not permitted to install software or apps on library devices.
- Use is limited to one device per patron at any given time.
- The library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices.
- Loan periods are as follows.
 - In-library use laptops: two hours
 - In-library use tablets: one hour
 - Nabi 2s: one week
- Renewals are not permitted.

- All tablets must be returned in person to the 1st floor Youth Services Desk.
- All laptops must be returned to the 2nd floor Information Desk.
- At the time of return, the device will be inspected by library staff. If damage is discovered by library staff, repair or replacement costs will be added to the patron's account.
- The overdue cost for Nabi 2s is \$10.00 per day up to the full cost of the item.
- Any device must be returned for 24 hours before being checked out again to the same patron.

By signing below, I agree to the following statements:

I have read the rules for borrowing a PHPL electronic device and understand the rules stated above.

I accept full responsibility and liability for the device that I have borrowed.

I will reimburse the Patrick Heath Public Library for the cost of repairing or replacing this device and/or accessories if they are lost, stolen, or damaged while checked out in my name.

Printed Name: _____

Signature: _____

Date: _____

Library Card Number: _____

Parent/Guardian Printed Name (if patron 12 to 16 years of age and using laptop):

Parent/Guardian Signature: _____

Parent/Guardian Phone Number: _____